

Put a Call on Hold

1. In a call, tap the **three dots**.
2. Tap **Put call on hold**.

Retrieve

- Tap **Resume** from the Call screen.

Blind Transfer Call

1. In a call, tap **the three dots**.
2. Tap **Transfer**.
3. Tap **Transfer Now**.
4. Search for a **contact** and tap the **name**.

Consult Transfer

1. In a call, tap **the three dots**.
2. Tap **Transfer**.
3. Tap **Consult first**.
4. Search for a **contact** and tap the **name**.
5. **Consult** with the contact and then tap the **phone** icon.
6. Tap **OK** to confirm the transfer.

Join Scheduled Meeting

- Tap **Calendar**, then select **Join**.

Start a Conference Call

1. Call a **contact**.
2. Tap the **People** icon at the top right.
3. Tap **Add people**.
4. Search for the **contact** and tap the **name** when it appears.
5. Tap the **checkmark**.
6. Tap the **arrow**.

Forward Incoming Calls

Forward all Incoming Calls

1. On the Home screen, tap **Your profile pic**.
2. Tap **Settings**.
3. Tap **Calling**.
4. Tap **Call forwarding**.
5. Tap **Forward to**.
6. Tap **New Contact or number**.
7. Search for a **contact** and tap the **name**.

Listen to Voicemail

1. Tap **Voicemail** on the Home screen.
2. Tap the **Voicemail** you want to listen to.
3. Tap the blue **play** button.

AudioCodes C470HD

Quick Reference Guide

This quick reference guide is intended for AudioCodes C470HD. For more detailed information about its features, see the UIT document “AudioCodes C470HD Manual”.

Using this Guide

- ◇ Complete numbered items in sequence.
- ◇ Where there are bulleted items, choose only one.

Technology Services and Support

MD Anderson Library Tech Commons

Hours of Operation:

8 a.m. — 8 p.m.

Sunday — Saturday

Text or Call: 713-743-1411

Fax: 713-743-1410

Email: uitsupport@uh.edu

www.uh.edu/uit

Make a Call

- Tap **Calls** and then tap the blue **phone icon** to use the **keypad**.
- Tap **People**, choose a contact and then tap the **Call icon**.
- Pick up the **Headset**, tap the **Headphone**, **Speakerphone** icon or tap **Recent**.

Answer a Call

- Pick up the **Handset**.
- Tap the **Speakerphone** icon.
- Tap the **Headset** icon.
- Tap **Accept** on the phone screen.

End a Call

- Return the **handset** to the phone cradle if it was used to make a call – or – press **headset** – or – press **speakerphone**.

Long Distance Call

1. Dial a **long-distance number** or select a long-distance **Contact**.
2. Wait for the beep, and then enter your **long-distance code**. If you enter your long-distance code too soon, the call will fail.

